



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2010-2011 SES Provider Application
Questions and Answers #7
February 5, 2010

Question #1

We are a prospective SES provider in your state. We are in the process of preparing to submit the application to become approved SES provider in your state for the school year 2010-11. We provide 2 types of tutoring programs, one is online tutoring & other is face-2-face tutoring. The curriculum used & instructions provided, are same in both. We want to file 2 applications for our different programs. So, can we file different applications for different programs within same organization?

Answer #1

If an organization has the same business license or Federal EIN for multiple types of programs (i.e. face-to-face tutoring, online tutoring, in-home tutoring, etc.), the organization must submit one application that includes descriptions and responses to questions regarding all of the different types of SES programming it intends to provide (i.e. face-to-face, online, in-home, etc.). However, if an organization has a different business license or Federal EIN for each type of program it offers (thereby clearly establishing the programs as separate and distinct from each other) the organization can submit separate applications for each program.

Question #2

Part Two Section I

My organization is currently a SES provider within one state. The organization has been operating less than two years, and it has been providing SES services since September of 2009. There are currently 44 students in the program. Some of the students are near completion; however, other students have only begun their program. Until the students complete their programs, I will not have post-program data. Many of these students will complete their program after the application deadline. I do have weekly and monthly reports with qualitative and quantitative data. I also have parent surveys, letters, and documented phone conversations. Since I do not have program completion data, should I apply as a new created organization or as an established organization?

Answer #2

The choice is ultimately left up to your organization as it depends on the depth and significance of the data that you have already collected. You may apply as an established organization if you would like to use the qualitative and quantitative data you have collected and you feel that you have sufficient data to address the questions in Part Two, Section I of the application. In this case, you would answer Part Two, Section I, Questions 1-3 of the application.

On the other hand, if you feel you do not have sufficient data, you may decide to apply as a newly created organization and explain that the reason you are applying as such is because your program has not completed its first year of tutoring. In this case, you would answer Part Two, Section I, Questions 1(a) and 2(a) in the note section.

Question #3

- a) If I form an Indiana Corporation with an office in Indianapolis do I need to obtain a business license from the state?
- b) How about from the county in which I conduct business? How about a city license?
- c) Do we need business licenses in each city that we serve an individual school?
- d) Do the Indiana Articles of Incorporation satisfy this requirement of formal documentation of legal status, or Certificate of Authority? If not, where can we obtain a business license?

Answer #3

- a) The type of formal documentation with respect to conducting business in Indiana (i.e. business license, Certificate of Authority, 501c3 documentation, sole proprietorship documentation, etc.) an applicant should submit depends on the type of organization and the location of the organization. For example, for profit corporations require different documentation than a non-profit organization, a sole proprietorship business requires different documentation than a corporation, etc. In addition, an organization that plans to establish offices here in Indiana would require different documentation than an organization that plans to provide services in Indiana but operate its program from another state.

As such, it is important that applicants that do not already have formal documentation with respect to conducting business in Indiana, contact either the Indiana Secretary of State's office (<http://www.in.gov/sos/>) and/or the City/County Government office or County Recorder's Office in the city/county in which the organization plans to operate in order to receive guidance on obtaining the appropriate documentation.

- b) Please see the response to 3(a) above.
- c) This depends on the type of business the organization plans to operate and also on whether the organization plans to have local offices in each city. Please contact the

City/County Government offices or County Recorder offices in the cities in which your organization intends to provide services to obtain guidance.

- d) As per Part Three, Section III, Question 1 of the application, a Certificate of Authority from Indiana would meet this requirement. Please feel free to contact the Indiana Secretary of State's office (<http://www.in.gov/sos/>) for more details regarding how to file Articles of Incorporation or obtain a Certificate of Authority.

Question #4

What are the state guidelines regarding incentives?

Answer #4

The Indiana Department of Education's (IDOE) guidelines regarding incentives are described in detail in IDOE's Student Recruitment & Incentive Policy located in Appendix C of IDOE's SES Policies & Procedures document (click here: <http://mustang.doe.state.in.us/dg/ses/pdf/09Policies/2009-07-27-SES-PoliciesProcedures.pdf>, scroll to page 62, click on Appendix C).

Question #5

Part Three Section III: Does this mean that all businesses must be incorporated in the State of Indiana, meaning that out of state incorporation papers are not accepted?

Answer #5

Not all organizations that apply to become providers will be businesses that must be incorporated. Please see the response to Question 3(a) above for more details.

Please contact the Indiana Secretary of State's Office (<http://www.in.gov/sos/>) for guidance regarding the type of documentation an out of state business or corporation would need to obtain.

Question #6

The application states that current liability insurance coverage in the amount of \$1,000,000.00 dollars must be submitted with the application. Is this in reference to start ups as well?

Answer #6

Part Three, Section III, Question 2 of the application asks for verification that the applicant has liability insurance coverage and is in reference to all applicants (established organizations or new organizations). However, the application does not state that applicants must have a specific amount of insurance coverage. For application purposes, applicants (established or new organizations) simply need to submit documentation that

they have current liability insurance regardless of the coverage amount. However, if an organization's application is approved, the organization would need to consult with the districts it intends to serve and obtain coverage in the amount that is required by each of those districts.